

**BOARD OF PARDONS AND PAROLES  
POSITION DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -  
Hearing Officer

SALARY GROUP: B16

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Michael Billings DATE: 05/24/2011

POSITION #: 064001

**I. JOB SUMMARY**

Performs moderately complex parole administration and revocation work. Work involves conducting administrative hearings; preparing reports; and assisting the board members in the parole process. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Conducts administrative hearings in compliance with law, policies, procedures, rules, and regulations of the Texas Board of Pardons and Paroles; and conducts other hearings as required.
  - B. Reviews and evaluates testimony and related documentation presented by hearing participants; determines whether a case should proceed from a preliminary to a revocation hearing for final disposition; and makes recommendations regarding the disposition of parole violation cases.
  - C. Coordinates and provides technical assistance and information to agency staff and the public regarding the administrative hearing process.
  - D. Prepares and submits administrative hearing reports to include reports regarding the hearing process policies and procedures.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Law, Public Administration, Social Work, or a related field preferred.
2. Four years full-time, wage-earning criminal justice or social services experience to include two years in parole, probation, or in conducting or reviewing administrative hearings

or

current active license to practice law in the State of Texas and one year full-time, wage-earning criminal justice or administrative law experience.

Must maintain a current active license to practice law in the State of Texas during employment with the Board of Pardons and Paroles through the State Bar of Texas or other appropriate Texas licensing authority.

3. Computer operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles of criminology and penology.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in administrative problem-solving techniques.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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8. Skill to review technical data and prepare technical reports.
9. Skill in the electronic transmission of communications.
10. Skill to review and evaluate data, information, and reports, and make related recommendations.
11. Skill to provide training related to parole administration and procedures.
12. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, recording and transcription equipment, telephone, and automobile.